

# TOWN OF LEBANON

## ACTIVE RECREATION NEEDS ANALYSIS



January 15, 2013

**Lebanon Recreation Commission**

This report has been prepared in an effort to plan for adequate active recreational facilities for the residents of Lebanon for the foreseeable future.

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### **Lebanon Recreation Commission**

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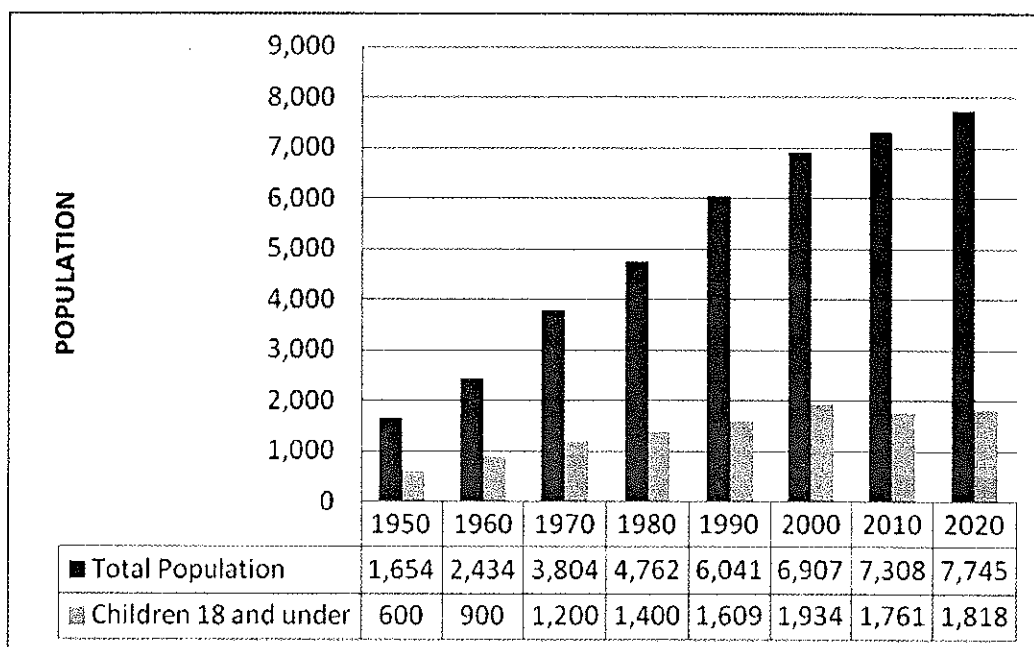
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### I. INVENTORY

#### A. Population Characteristics

The Town of Lebanon contains approximately 7,500 year-round residents and an additional 1,000 seasonal residents. Over the past 20 years (1990-2010) Lebanon's overall population has grown by 21.0% or 1,267 persons, while its number of children has increased by 9.4% or 152. Today there are approximately 1,800 children under the age of 18 living in Lebanon, which represents approximately 24.0% of the total population.

**Town of Lebanon  
Population 1960-2020**  
(1960-2010 US Census data and 2020 UConn estimate)



It is difficult to predict population growth beyond 5 or 10 years. Current state and local trends suggest that Lebanon's rate of population growth has slowed considerably compared to previous decades. This may have been caused by an aging population where residents are able to stay in their homes longer, a declining number of children per household, a reduction in new home construction caused by the Great Recession and less developable land.

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### B. RECREATION FACILITIES

Lebanon currently has 4 town-owned locations where active recreation facilities take place. These include (1) Aspinall Recreation Complex adjacent to Lebanon Elementary School; (2) Middle and High School Sports Complex; (3) Tyler Field; and, (4) Community Center/Town Pool. In addition, Lebanon Junior Soccer Club has use of a soccer field owned by the Lions Club on Mack Road.

#### 1. Aspinall Recreation Complex

Facilities: 3 Ball Fields (2 little league and 1 adult/official size), 2 Tennis Courts

The Town acquired the 51-acre Aspinall property in 1977 and developed it for recreation in the early 1980s. The property is managed by the Recreation Commission. In addition to 3 ball fields and 2 abandoned tennis courts, the site contains a press box, the 30' x 40' Ed Lazur Memorial Pavilion and an adjacent building designed for bathroom, concession and storage. A plan to renovate the three (3) fields, establish basketball courts where former tennis courts now exist, and the creation of a soccer field ehas been prepared by the Recreation Commission (see Appendix A). It is estimated that \$597,031 is needed to implement the plan.

#### 2. School Gymnasiums and Middle/High School Sports Complex

Facilities: 3 Adult Ball Fields, 2 Soccer Fields, 4 Tennis Courts, Track

The elementary, middle and high school gymnasiums and the middle/high school sports complex are managed by the Board of Education. During sports season, fields are highly utilized leaving little play time for other organizations -- creating conflicts in the late afternoon/early evening with school athletic events. Likewise, the school gymnasiums are used during the sports season for organized school sport programs. School programs take precedent over the use of these properties by the Recreation Commission.

#### 3. Tyler Field

Facilities: 3 Ball Fields (1 baseball, 1 softball, 1 mixed use)

The 27-acre Tyler Field property was acquired by the Town in 1987 as part of the development of the Bascom Road Subdivision, with ball fields developed in 2012. The property is managed by the Recreation Commission. Walking trails, a playscape and concession stand/restrooms are needed to complete the plan approved by Town Meeting in 2006.

#### 4. Community Center (Town) Pool

The 23' x 49' Town Pool was constructed in 1968 along with the adjoining Community Center. The land and funding for construction were gifted by Lebanon's longtime benefactor Hugh Trumbull Adams. The pool is managed by the Recreation Commission which runs swimming programs in the summer. Staffing includes 3 part-time lifeguards, a water-safety instructor and an Aquatic Director.

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In addition, the Town owns the West Town Street property where the construction of active recreation facilities is contemplated.

### 5. West Town Street Property

Acquired in 2006, this 24-acre property contains Lebanon's Senior Center with parking for 78 cars. The property contains a deed restriction permitting only senior housing, a senior center, and/or youth recreation on this site. A plan identifying a full-size regulation soccer field that can be used as 2 smaller fields has been prepared and adopted by the Commission with an estimated construction cost of \$334,125 (see Appendix B).

### C. RECREATION ORGANIZATIONS

There are several organizations that work to provide Lebanon residents with active-recreational opportunities.

- Town of Lebanon Recreation Commission. Established by ordinance in 1961 and again in 1975 (see Appendix C) the Recreation Commission is responsible for developing and administering public recreational programs and adopting rules and regulations for each. The Commission is made up of nine (9) members appointed by the Board of Selectmen and is governed by By-Laws (see Appendix D). The adopted "mission" and "goal" of the Recreation Commission are as follows:

**MISSION:** Provide a comprehensive array of high quality athletic and recreational programs for residents of town on a year-round basis, without bias to race, income, age, sex or ability.

**GOAL:** Seek to provide adequate land to meet active recreation needs, while ensuring that existing active recreation areas are properly managed for maximum use.

The Commission employs a part-time (19 hour per week) Recreation Coordinator who is responsible for implementing its goals and policies, including organizing programs and registration, maintaining athletic facilities, and managing part-time staff. The Recreation Department is located in a cubical in Town Hall and has limited office and storage space.

The Recreation Commission ran fourteen (14) programs during FY 2011/12 with 2,325 users, most of whom were children. For those unable to pay for Commission programs scholarships are available. An additional 200 individuals are serviced by Little/Senior League Baseball and Junior Soccer, which provides services to 500 +/- users.

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### RECREATION COMMISSION PROGRAMS FY 2011/12

Program	Program Location	Est. Participants
Swim Lessons	Community Center	165
Pool Membership	Community Center	170
Tai Chi Balance Class	Senior Center	60
Karate Classes	Hidden Dragon School (Franklin)	40
Basketball	Elementary and Middle Schools	200
Volleyball	Middle School	60
Easter-Egg Hunt	Aspinall Recreation Complex	200
Harvest Party	Fire Safety Complex	200
Zumba	Elementary and Middle Schools	200
Teen Dances	Fire Safety Complex	600
Lego Camp	Fire Safety Complex	60
Babe Ruth Baseball	Aspinall Recreation Complex	50
New York City Bus Trip	NYC	55
Movie Night	Aspinall Recreation Complex	65
Band Concert	Town Green	200
<b>Total Participants</b>		<b>2,325</b>

- Lebanon CT Little League (LCLL). Established in 2001, LCLL holds its own governing charter under Little League International whereby a constitution and adopted bylaws guide programs. A Board of Directors is elected annually and oversees the little league program which serves approximately 300 young athletes ages 5 to 12. LCLL prepares an annual operational budget of \$20,000 +/- and fee schedule, appoints auxiliary members and coaches, schedules games and practices, and provides scholarships for those in need of assistance.

LCLL games and practices are held at Aspinall and Tyler Fields, where LCLL provides in-kind field maintenance. Programmatic funding is provided by little league participants. The Recreation Coordinator works in conjunction with LCLL attending monthly meetings, disseminating information and scheduling field maintenance.

- Lebanon Junior Soccer Club (LJSC). Established in 1984, LJSC serves 200 +/- children ages 5 to 14. In the fall, practices and games are held at Aspinall Field and the Lions Club property on Mack Road. In the spring, practices and games are held in the Elementary School gymnasium. LJSC administers all registration, uniforms and equipment, with funding provided by participants.
- Tyler Field Building Committee. Established in 2006 by the Board of Selectmen, Tyler Field Building Committee is in charge with overseeing the completion of the Tyler Field walking trails, playscape and concession/restrooms at Tyler Field.
- Lebanon Board of Education. The Board of Education maintains the school gymnasiums and Middle/High School sports fields where it runs a comprehensive sports program for its students, including cross-country track, tennis, baseball, soccer, softball, basketball, etc.

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### II. ANALYSIS

An increase in child obesity is cited by the American Heart Association, American Diabetes Association and State of Connecticut as a threat to today's and tomorrow's children. Because Lebanon's population is fragmented throughout town without densely populated neighborhoods, neighborhood parks or sidewalks, children have few opportunities for exercise and socialization outside of an organized recreational setting.

When Lebanon's first Recreation Commission was established in 1961 the Town had approximately 1,000 children and few recreation programs outside of its public schools. Today the number of children has almost doubled and the recreational needs and expectations of children and their parents have significantly grown.

No longer do the majority of Lebanon's children work on the farm or gain sufficient exercise in the fields or woods beside their home. Today's children (and their parents) demand organized sports programs and an ever growing variety of recreational activities. This is especially true with new residents who more often than not move to Lebanon from more densely populated communities where greater recreational services and facilities are offered.

The operating budget of the Recreation Commission has remained unchanged since FY 1996/97 or the year in which the current Recreation Coordinator was hired. In comparison, school and general-town budgets have increased almost 70% over this same period. Assuming level spending on recreation since 1996, the Recreation Commission budget would be more than \$50,000 today based on the increase in consumer price index over the past 16 years.

Nevertheless, since 1996 the Recreation Commission has created additional programming with almost all of the additional program funds coming from user fees and through volunteerism. For example in FY 2011/12 the Commission received \$32,500 from the annual budget and spent \$73,290 in services, with the remaining funds coming from program receipts.

The current town expenditure of \$32,500 does not cover the Recreation Commission's operating budget for field maintenance and free swim lifeguard staff. The continuation or expansion of recreation programs have been hampered by a lack of funding which has led to deteriorating field conditions at Aspinall Recreation Complex. Additional funding is also necessary to maintain Tyler Field which came online in 2012.

The Recreation Department is in need of private office and storage space. Its cubical, located in a corner of the downstairs Town Hall conference room, has inadequate space. In addition, the office is in an open unsecure space, where staff and residents who register for recreation programs with their children present have no privacy.

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The Recreation Commission has identified the following strengths, weaknesses, opportunities and threats to their mission and programs.

### **STRENGTHS**

- Commission resourcefulness given limited funding and facilities.
- Number and variety of recreational programs given limited funding and facilities.
- Participation of community volunteers.
- Staff.

### **WEAKNESSES**

- Limited recreation facilities.
  - lack of dedicated gymnasium/space for programs
  - limited number of soccer fields
  - condition of Aspinall and Middle School facilities projects poor community image
  - no outdoor basketball courts
- Limited funding for recreational programs, facilities and staff
- Limited Recreation Programs to serve families and adults
- Dwindling volunteerism due to some volunteer maintenance responsibilities
- Competing resources (gyms, fields)

### **OPPORTUNITIES**

- Completion or renovation of recreation facilities.
  - Shower at Town Pool required by Health Code.
  - Aspinall tennis courts and fields.
- Use of West Town Street property for recreation.
- Coordination between Board of Education and Public Works for proper field maintenance.
- Full-time Recreation Coordinator and field maintenance worker.
- Additional programs to combat obesity epidemic, i.e., cooking classes.
- Youth Center with staff.
- Offer fields for tournament play for a fee.
- Provide adult league programming.
- Provide family programming.

### **THREATS**

- Competition with school facilities.
  - Gymnasium space.
  - Lack of field maintenance.
- Field upkeep (overuse of fields)
  - Liability to Town.
  - Liability to programs.
- Lack of proactive recreation planning.
  - Securing Keefe property at Middle/High Schools for parking and/or fields.
  - Recreation Office.
- Recreation v. school programming, i.e., basketball, yoga, fitness classes, softball.



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### III. RECOMMENDATIONS

The Town of Lebanon's 2010 Plan of Conservation and Development recreation objective is to:

*"Seek to provide adequate land to meet active recreation needs, while ensuring that existing active recreation areas are properly managed for maximum use."*  
(pg. 12)

The Town has fulfilled half of its stated active-recreation objective. Whereas, sufficient land has been secured for future active-recreation needs on West Town Street, funding to develop this site and to maintain existing Aspinall and Tyler Fields has not yet been secured in the annual budget. Funding for designated recreation maintenance staff and upkeep of existing sites is needed to assure proper management and maximum use.

The recommendations below are quantified in the Commission's 5-year Implementation Plan provided on the following page.

1. Recreation Commission Funding. It is recommended that the Recreation Commission annual operating budget be increased to reflect current maintenance and staffing needs at Aspinall and Tyler Fields (field aeration, rolling, overseeding, concession stand/toilets, fertilizing) and lifeguard staff. In addition, it is recommended that the Town provide proper maintenance at all of its recreation sites through the use of a dedicated qualified part-time employee. It is recommended that the annual Recreation Commission operating budget be further increased to reflect funding for a full-time Recreation Coordinator.
2. Tyler Field Construction. The Recreation Commission operating budget needs to be increased to facilitate field maintenance.
3. Aspinall Recreation Complex. Aspinall is in need of attention. Non-functioning tennis courts, poor drainage, overuse, lack of maintenance and the design of fields are all areas that need work. There are basic maintenance tasks which need to be completed on a regular basis that have not been funded. In addition, a soccer field construction needs to be implemented. It is recommended that the Recreation Commission operating budget be increased to facilitate ongoing Aspinall facility maintenance and that capital funding be set aside to replace the storage shed, construct the soccer field and improve the facilities.
4. West Town Street. The Senior Center site has parking and remaining open land suitable for active recreation use. The Recreation Commission recommends implementation of its plan to construct a large regular soccer field, which can be used as 2 smaller fields at this site as there are no dedicated soccer fields provided by the Commission for town use. Once constructed, the Recreation Commission operating budget will need to be increased to facilitate field maintenance.

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### IV. IMPLEMENTATION PLAN

The Recreation Commission has adopted the following 5-year Implementation Plan to help assure that the Town's recreation goal is achieved. The plan calls for an additional \$41,000 in the annual Recreation Commission operating budget by FY 2017/18 and \$597,000 in capital spending. Implementation of the Commission's plan will result in an increase in Lebanon's active recreation facilities, including the addition of a soccer field and 2 outdoor basketball courts at Aspinall, as well as renovation and maintenance of existing Aspinall and Tyler Fields and a full-time staff person to promote additional programs.

In order to prove effective, the plan needs the support of the Board of Selectmen, Board of Finance and Town Meeting. It is recommended that Priority 1 action items be incorporated into the Town's Annual Budget and Capital Plan.

#### LEBANON RECREATION COMMISSION 5-YEAR IMPLEMENTATION PLAN 2013 – 2018

Priority	Item	Year(s)	Additional Town Cost	Responsibility
<b>1</b>	<b>RECREATION COMMISSION FUNDING</b>			
	- Increase annual operating budget to \$44.5K for Aspinall and Tyler Field maintenance.	2013/14	\$ 12K	Finance Board Town Meeting
	- Secure dedicate qualified maintenance personnel for all recreation facilities.	2013/14	Tbd	Selectmen Board of Educ.
	- Increase annual operating budget to \$67.5K for fulltime Recreation Coordinator.	2016/17	\$ 23K	Finance Board Town Meeting
	- Increase annual operating budget to \$73.5K for West Town Street maintenance.	2017/18	\$ 6K	Finance Board Town Meeting
<b>1</b>	<b>ASPINALL RECREATION COMPLEX</b>			
	- Maintain existing facility.	Ongoing	RCOB	Rec. Com.
	- Secure bonding for ball field renovation and tennis to basketball court construction.	2017/18	\$597K	Finance Board Town Meeting
<b>1</b>	<b>TYLER FIELD</b>			
	- Use DPW/volunteers to establish walking trail.	2014/15	DPW	Rec. Com.
	- Maintain Tyler Field.	2013–18	RCOB	Rec. Com.
<b>2</b>	<b>WEST TOWN STREET</b>			
	- Appoint West Town Street Soccer Field Building Committee to implement plan & secure funding.	2017/18		Selectman Finance Board Town Meeting
	- Secure bonding for soccer field construction.	Tbd	\$344K	Building Com.

RCOB = Recreation Commission Operating Budget  
Tbd = To be determined

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### **APPENDIX**

- A. Aspinall Recreation Complex Plan and Cost Estimate
- B. West Town Street Recreation Plan and Cost Estimate
- C. Recreation Commission Ordinance
- D. Recreation Commission Bylaws
- E. Recreation Commission Business Policy and Practices







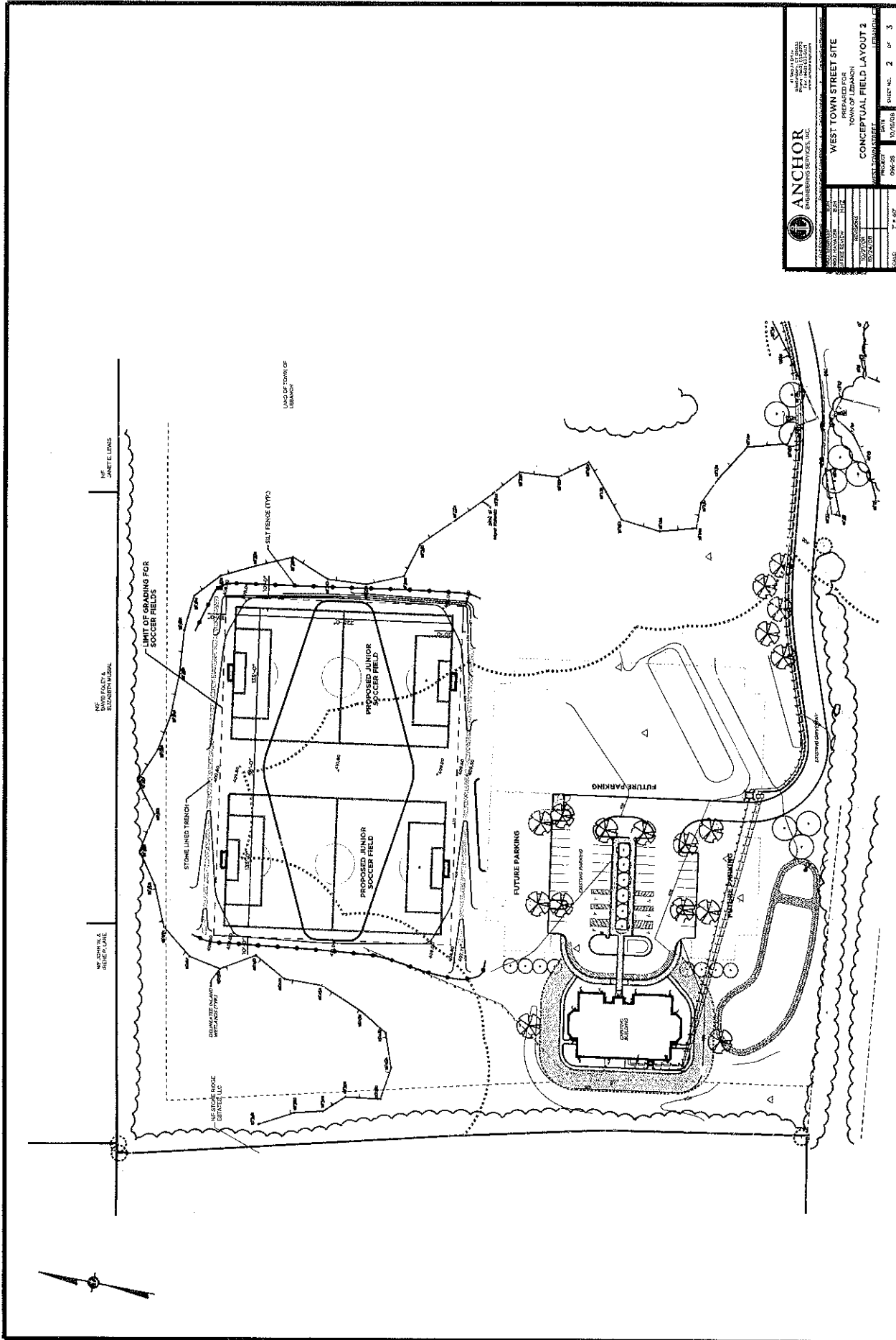
TOWN OF LEBANON ASPINALL PROPERTY  
MASTER RECREATION IMPROVEMENT PLAN  
PRELIMINARY COST ESTIMATE - 11/24/08 Revised 11/20/12

	ITEM	QUANT.	PAY UNIT	UNIT COST	COST
	<b>ENGINEERING</b>				
	ENGINEERING / SURVEYING / PERMITTING	1	L.S.	\$15,000.00	\$15,000.00
	<b>TOTAL ENGINEERING</b>				<b>\$15,000.00</b>
	<b>GENERAL CONSTRUCTION ITEMS</b>				
	MOBILIZATION/DEMOBILIZATION/BONDING	1	LS	\$20,000.00	\$20,000.00
	SURVEY STAKEOUT / AS-BUILT	1	LS	\$10,000.00	\$10,000.00
	CLEARING & GRUBBING	1	LS	\$10,000.00	\$10,000.00
	<b>TOTAL GENERAL CONSTRUCTION</b>				<b>\$40,000.00</b>
SENIOR LEAGUE FIELD	<b>SITE PREPARATION</b>				
	PLACEMENT/REMOVAL OF SILT FENCE	1000	LF	\$5.00	\$5,000.00
	REMOVAL AND STOCKPILE OF TOPSOIL	9800	SY	\$1.00	\$9,800.00
	<b>SITE CONSTRUCTION ITEMS</b>				
	4" CURTAIN DRAIN	1650	LF	\$23.00	\$37,950.00
	8" MAIN COLLECTION PIPE	430	LF	\$30.00	\$12,900.00
	4" THICK GRAVEL (3-1/2" MINUS)	1100	CY	\$23.00	\$25,300.00
	6" THICK CLAY/SAND INFIELD MIX	130	CY	\$40.00	\$5,200.00
	PLACE TOPSOIL AND FINISH GRADE	9800	SY	\$2.50	\$24,500.00
	HYDROSEED & MULCH	9800	SY	\$5.00	\$49,000.00
	<b>TOTAL SENIOR LEAGUE FIELD IMPROVEMENTS</b>				<b>\$169,650.00</b>
LITTLE LEAGUE FIELD NO. 1	<b>SITE PREPARATION</b>				
	PLACEMENT/REMOVAL OF SILT FENCE	1000	LF	\$5.00	\$5,000.00
	REMOVAL AND STOCKPILE OF TOPSOIL	4500	SY	\$1.00	\$4,500.00
	<b>SITE CONSTRUCTION ITEMS</b>				
	4" THICK GRAVEL (3-1/2" MINUS)	750	CY	\$23.00	\$17,250.00
	6" THICK CLAY/SAND INFIELD MIX	115	CY	\$40.00	\$4,600.00
	PLACE TOPSOIL AND FINISH GRADE	4500	SY	\$2.50	\$11,250.00
	HYDROSEED & MULCH	4500	SY	\$5.00	\$22,500.00
	<b>TOTAL LITTLE LEAGUE FIELD NO. 1 IMPROVEMENTS</b>				<b>\$65,100.00</b>

**TOWN OF LEBANON ASPINALL PROPERTY  
MASTER RECREATION IMPROVEMENT PLAN  
PRELIMINARY COST ESTIMATE - 11/24/08 Revised 11/20/12**

<b>LITTLE LEAGUE FIELD NO. 2</b>	<b>SITE PREPARATION</b>				
	PLACEMENT/REMOVAL OF SILT FENCE	1000	LF	\$5.00	\$5,000.00
	REMOVAL AND STOCKPILE OF TOPSOIL	4500	SY	\$1.00	\$4,500.00
	<b>SITE CONSTRUCTION ITEMS</b>				
	4" THICK GRAVEL (3-1/2" MINUS)	750	CY	\$23.00	\$17,250.00
	6" THICK CLAY/SAND INFIELD MIX	115	CY	\$40.00	\$4,600.00
	PLACE TOPSOIL AND FINISH GRADE	4500	SY	\$2.50	\$11,250.00
	FURNISH & INSTALL NEW FENCING	770	LF	\$25.00	\$19,250.00
	FURNISH & INSTALL FENCED DUGOUTS	2	EA	\$1,500.00	\$3,000.00
	FURNISH & INSTALL DUGOUT BENCHES	2	EA	\$500.00	\$1,000.00
	HYDROSEED & MULCH	4500	SY	\$5.00	\$22,500.00
	<b>TOTAL LITTLE LEAGUE FIELD NO. 2 IMPROVEMENTS</b>				<b>\$88,350.00</b>
<b>UTILITY FIELD</b>	<b>SITE PREPARATION</b>				
	PLACEMENT/REMOVAL OF SILT FENCE	650	LF	\$5.00	\$3,250.00
	STRIP / STOCKPILE TOPSOIL & LOAM	1000	CY	\$15.00	\$15,000.00
	<b>SITE CONSTRUCTION ITEMS</b>				
	8" THICK GRAVEL (3-1/2" MINUS)	1400	CY	\$23.00	\$32,200.00
	STONE LINED TRENCH / CURTAIN DRAIN	300	LF	\$21.00	\$6,300.00
	BORROW / GENERAL FILL	600	CY	\$15.00	\$9,000.00
	REPLACE TOPSOIL & FINISH GRADE	7000	SY	\$2.50	\$17,500.00
	HYDROSEED & MULCH	7000	SY	\$5.00	\$35,000.00
	<b>TOTAL UTILITY FIELD IMPROVEMENTS</b>				<b>\$118,250.00</b>
<b>BASKETBALL COURTS</b>	<b>SITE PREPARATION</b>				
	REMOVAL AND DISPOSAL OF FENCING	110	LF	\$8.00	\$880.00
	<b>SITE CONSTRUCTION ITEMS</b>				
	COLD RECLAIMED ASPHALT PAVEMENT	1500	SY	\$6.00	\$9,000.00
	3" THICK GRAVEL (3-1/2" MINUS)	125	CY	\$23.00	\$2,875.00
	BITUMINOUS CONCRETE (2")	170	TON	\$125.00	\$21,250.00
	FURNISH & INSTALL NEW FENCING	110	LF	\$40.00	\$4,400.00
	FURNISH & INSTALL BASKETBALL HOOPS	4	EA	\$1,500.00	\$6,000.00
	PAVEMENT MARKINGS	1	LS	\$2,000.00	\$2,000.00
	<b>TOTAL BASKETBALL COURT IMPROVEMENTS</b>				<b>\$46,405.00</b>
<b>TOTAL CONSTRUCTION COST</b>					<b>\$542,755.00</b>
<b>CONTINGENCY (10%)</b>					<b>\$54,275.50</b>
<b>RECOMMENDED BUDGET</b>					<b>\$597,030.50</b>





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PROJECT NO.		094-28	
SHEET NO.		2 OF 3	
DATE		10/10/08	
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**TOWN OF LEBANON WEST TOWN STREET PROPERTY  
DOUBLE JUNIOR SOCCER FIELD COST ESTIMATE - 10/27/08**

	ITEM	QUANT.	PAY UNIT	UNIT COST	COST
	ENGINEERING				
	PRELIMINARY ENGINEERING	1	L.S.	\$1,000.00	\$1,000.00
	ENGINEERING & BIDDING ASSISTANCE	1	L.S.	\$10,000.00	\$10,000.00
	TOTAL ENGINEERING				\$11,000.00
CONSTRUCTION	GENERAL CONSTRUCTION ITEMS & SITE PREPARATION				
	MOBILIZATION/DEMOBILIZATION/BONDING	1	LS	\$7,500.00	\$7,500.00
	SURVEY STAKEOUT / AS-BUILT	1	LS	\$2,000.00	\$2,000.00
	CLEARING & GRUBBING	1	LS	\$2,500.00	\$2,500.00
	PLACEMENT/REMOVAL OF SILT FENCE	650	LF	\$5.00	\$3,250.00
	STRIP / STOCKPILE TOPSOIL & LOAM	1600	CY	\$15.00	\$24,000.00
	SITE CONSTRUCTION ITEMS				
	8" THICK GRAVEL (3-1/2" MINUS)	2120	CY	\$25.00	\$53,000.00
	STONE LINED TRENCH / CURTAIN DRAIN	650	LF	\$21.00	\$13,650.00
	BORROW / GENERAL FILL	1000	CY	\$15.00	\$15,000.00
	REPLACE TOPSOIL & FINISH GRADE	11200	SY	\$8.00	\$89,600.00
	HYDROSEED & MULCH	11200	SY	\$5.00	\$56,000.00
	TOTAL CONSTRUCTION COST				\$266,500.00
	ESTIMATED CONSTRUCTION BUDGET WITH 25% CONTINGENCY				\$333,125.00
	TOTAL ESTIMATED BUDGET				\$344,125.00



## AN ORDINANCE CREATING A RECREATION COMMISSION FOR THE TOWN OF LEBANON

### Section I.

1. The Town of Lebanon Recreation Ordinance effective November 2, 1961, is repealed and the following is substituted in lieu thereof.

2. There is hereby created in the Town of Lebanon a Recreation Commission consisting of nine (9) persons who shall be appointed by the Board of Selectmen and who shall serve without any compensation. Members first appointed shall be so designated on January 6, 1975 and shall serve as follows:

- (a) Three (3) members for a term of one (1) year
- (b) Three (3) members for a term of two (2) years
- (c) Three (3) members for a term of three (3) years

Thereafter, members shall be appointed annually to serve for a term of three (3) years or until their successors are appointed and qualified. Vacancies in such Commission shall be filled for the unexpired term by the Board of Selectmen.

3. Within one (1) month of January 6, 1975, the First Selectman shall call and convene a meeting of the members of the Commission who shall select a Chairman, Vice-Chairman, Secretary, Treasurer and such other officers as they deem necessary from their membership. If such officers are not chosen within one (1) month after the appointment of the Board, because of a tie vote of the members, the Board of Selectmen of such Town shall choose such officers from the membership of the Board.

4. The Commission shall be responsible for the administration, management, control and development of a public recreation program in the Town of Lebanon and may adopt by-laws, rules and regulations pertaining thereto; may accept contributions for the furtherance of its work; may levy fees or charges for services or for the use of facilities under its control; may work jointly with other towns Boards of Commissions in providing public recreation; and may provide, conduct and supervise public playgrounds, athletic fields, recreation centers and other recreation facilities and activities on any of the properties owned or controlled by the town or on any other property with the consent of the owners or the town authority having jurisdiction thereof.

5. The Commission shall have the power to appoint a superintendent or director and such other personnel as may be required.

6. The Commission shall make an annual report of its activities to the Town and shall submit annually a budget to the Town authorities for their approval.

Section II. Effective Date:

This Ordinance shall become effective fifteen (15) days after its publication in accordance with Section 7-157 of the General Statutes, Revision of 1958.

The effective date of this Ordinance is January 4, 1975.

# Town of Lebanon

## Recreation Commission

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### BY-LAWS

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*The mission of the Lebanon Recreation Commission is to provide a comprehensive array of high quality athletic and recreational programs for residents of the town on a year-round basis, without bias to race, income, age sex, or ability.*

*The Recreation Commission is charged by the Board of Selectman with the responsibility of developing recreational programs and enhancement of recreational facilities associated with sponsored programs on various Town owned land or buildings and to manage said properties.*

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#### Article I Commission Make Up

- Section 1 The Commission shall consist of nine members.
- Section 2 Said members shall be appointed by the Town Selectmen and will be of a term not to exceed three years per appointment.

#### Article II Commission Officers

- Section 1 The Commission shall, at its annual meeting (the fourth Monday in November), elect by majority vote of a quorum of its membership, a Chairman, a Vice-Chairman, a Secretary and a Treasurer.
- Section 2 The officers will comprise the Executive Committee.
- Section 3 The Term of office will be for two years. Elections in even number years will be for Chairman and Treasurer. Elections in odd number years will for Vice-Chairman and Secretary.
- Section 4 A majority vote of the Commission Members would be necessary to remove a person from office during the terms of office.
- Section 5 The Chairman shall preside at all meetings of the Commission and of the executive committee. In the absence of the chairman the Vice-Chairman shall preside in his/her place.
- Section 6 The Secretary shall keep the minutes of all meetings and see that said minutes are filed with the Clerk of the Town of Lebanon within the time constraints of the freedom of information rulings of the State of Connecticut.
- Section 7 The Treasurer shall report to the Commission the budgeted balances as provided by the Town Treasurer, and make recommendations as necessary.





# *Town of Lebanon*

## *Recreation Commission*

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### Article III. Executive committee & Special Meetings

- Section 1 The Executive Committee shall be entrusted with full power of the Commission when a special decision is necessary and a quorum of the Commission cannot be formed.
- Section 2 A special meeting will be called of the entire Commission to act upon a special decision when necessary.
- Section 3 Upon the lack of a quorum at a special meeting the Chairman can ask the Executive Committee to go into session A quorum of three officers will be necessary at an executive committee meeting to act upon issues.

### Article IV. Committee Make Up

- Section 1 Committees will be appointed by the chairman and consist of at least one member of the Commission
- Section 2 The Recreation Director acting as ex-officio to all committees can be authorized to collect and expend moneys as necessary by the committee chairman.
- Section 3 Duties of the committees shall be defined by the members of the Commission at a regular meeting of the Recreation-Commission.
- Section 4 The Chairman shall be an ex-officio member of all committees.

### Article V. Meeting & Notifications

- Section 1 Regular scheduled meeting will be the fourth Monday of every month
- Section 2 The annual meeting will be the fourth Monday of November
- Section 3 The Director will notify each member by mail of time and place along with an agenda of the coming meeting. With the exception of a Special Meeting which can be mustered by other means.
- Section 4 A quorum consisting of a majority of its members will be necessary to conduct a meeting.
- Section 5 Members who miss three consecutive meetings will be submitted to the Executive Committee for removal or stay with reason.

### Article VI. Fund Accountability

- Section 1 All funds received by the Commission and held by committees will be deposited to the Finance Department and a record kept of said deposit
- Section 2 All funds will be accounted for by the committee chairman.



# *Town of Lebanon*

## *Recreation Commission*

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### Article VII. Recreation Director

- Section 1 The Commission shall employ a director whose function will be to carry out the direction of the Recreation-Commission.
- Section 2 The director will report to the Commission at its regular meeting of the status of events and upcoming events.
- Section 3 The director will be an ex-officio member of all committees.

### Article VII. Budget Allocation

- Section 1 Allocation of the expenses will be designated by a majority vote of the Commission in the form of a budget, at the July meeting.
- Section 2 Committee chairpeople will be allowed to spend the allocated amount of money designated to the function they chair.
- Section 3 The director may spend money as needed with approval of the Committee Chairperson to run a function not to exceed the amount allocated to that function.

### Article IX. By-Law Amendment

- Section 1 The bylaws may be amended by a quorum of the Recreation-Commission at a regular scheduled meeting as long as the agenda of the warned meeting states that it is an agenda issue.



# Town of Lebanon Recreation Commission

## Business Policy and Practices

The following are the policy and practices of the Lebanon Recreation Commission, Lebanon, Connecticut. The following practices are to be accepted manner by which the Commission will conduct any financial agreements or arrangements. Primarily these agreements will be between town, as represented by the Commission and vendors or suppliers for supplying goods and services needed to conduct sponsored activities.

### Article I.

- Section 1 All payments or authorizations to pay or expend funds under any recognized activity sponsored by the Recreation Commission must follow Article VIII of the Recreation Commission By-Laws.
- Section 2 The defined Policy & Practices shall be reviewed at the July meeting of the Recreation Commission.
- Section 3 Articles within the Business Policy & Practices may be amended at any warned meeting.
- Section 4 All bills/invoices/orders shall be sent to the business address of the Recreation Commission. The business address for the Recreation Commission shall be:  
*Recreation Department Phone: (860) 642-4085  
 Town of Lebanon Fax: (860) 642-7716  
 579 Exeter Road  
 Lebanon, CT 06249*

### Article II.

- Section 1 Each Sub-Committee will be responsible for keeping track of or staying within the defined apportionment allotted for that sub-committee. A listing of budgeted items or activities may be found on the Treasurer's Report.

### Article III.

- Section 1 Payment of submitted invoices or bills shall require two signatures prior to being submitted for payment.
  - (a) One signature being a member of the Recreation Commission whom is also a member of the respective Sub-Committee overseeing that activity.
  - (b) The second signature being that of the Recreation Director for the Town of Lebanon. In the absence of, or in lieu of, the prior being superior, the Chairman of the Recreation shall be authorized to co-sign all invoices/bills.
- Section 2 In the case where the Recreation Director is the organizing body for an activity/event/trip, the cosigner will be the Recreation Commission Chairman.

### Article IV.

- Section 1 Only the Recreation Coordinator, Subcommittee Chairman, and the Chairman of the Recreation Commission shall be authorized to purchase from businesses.
- Section 2 All purchases beyond that which is authorized by the Recreation Commission and made as an addendum to an activity/event/trip shall be brought to the Commission for approval. The commission shall not be responsible for any payment (in full, partial or interest) which approval has not been secured.
- Section 4 All pricing and /or discount policies must be stated on the registration form for any program or event. Any and all exceptions to this policy must be approved by a majority vote of the Recreation Commission.

